

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **OFFICE WORKER** (Replaces previous title of “Clerk”)

Jurisdictional Class: **Competitive**

Date Adopted: **July 14, 1999**

Date Revised:

Jurisdictions: **All**

Union Status: **CSEA (county)**

Pay Grade: **4 (county)**

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level office position. An incumbent performs routine clerical and other office work and may assist in performing more difficult and responsible work. Detailed instructions are given for new or difficult assignments, and procedures are standardized. Positions in the class may require considerable contact with the general public. Office Workers may occasionally operate an alpha-numeric keyboard or typewriter however neither the speed nor accuracy of a proficient keyboard operator or typist are required. Office Workers may occasionally perform simple fiscal work however neither the speed nor accuracy of a proficient account-clerk are required or expected. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. The work is performed under routine supervision, and supervisors are available for consultation on new or difficult tasks. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs clerical duties in support of office operations;
Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
Pulls material from files, makes simple file searches and maintains charge-out records;
Issues and records applications, licenses, and permits, etc.;
Collects fees and issues receipts;
Checks reports and records for clerical accuracy, completeness and updates as required;
Answers telephone and gives out routine information;
Prepares and maintains a variety of files and reports;
Makes entries on control cards, computer or in ledger from original sources;
Makes arithmetic computations and compiles simple statistical reports;
Prepares bills, vouchers and purchase orders;
Assists the general public in understanding and completing various forms;
Interviews people and gathers information and data;
Orders, stores and distributes supplies, materials and equipment;
May compare and verify data and information with standards and regulations in a screening process;
May keep track of a small fiscal account;
May cross-train others and be cross-trained in specialized procedures;
Operates various office equipment such as copiers, fax machines, calculators, computer keyboards, typewriters, etc.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with others; clerical aptitude; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (B) One (1) year of clerical experience; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.